



California Emergency Management Agency
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9194



July 12, 2010

Ms. Sharyne Harper
Executive Director
Humboldt Domestic Violence Services
P.O. Box 969
Eureka, CA 95502

RE: Performance Assessment Report for Grant Award #DV09241171 & #DR09011171

Dear Ms. Harper:

I want to thank you and the Humboldt Domestic Violence Services staff for the time spent with me during the Performance Assessment of your Domestic Violence Project grants (DV09241171 & DR09011171) on June 24 and 25, 2010. I know that the end of the fiscal year is busy and I really appreciate that you were able to "schedule" me in! It was a pleasure to meet your staff, tour your office site and visit your comfortable and well-maintained shelter.

As we discussed, the following findings and corrective actions are necessary in order to bring your project into grant compliance:

1. California Environmental Quality Act (CEQA) Documentation

Finding: A current CEQA was not on file.

Citation: The Recipient Handbook (RH) Section 2153 requires all Cal EMA-funded projects to certify compliance "with Public Resources Code 21000 et seq. (the California Environmental Quality Act or CEQA).....By signing the Certification of Assurance of Compliance (Cal EMA 2-104 a-j), the Recipient certifies that either the project has filed a Notice of Exemption with the county clerk and a copy will be made available upon request or that the Recipient has adopted or certified an environmental document for the project that complies with the requirements of CEQA." A copy of the CEQA compliance memo or other certification must be completed once during the project's grant award cycle and the original copy must be retained on file for review during site and monitoring visits by Cal EMA staff.

Corrective Action Required: The project must obtain a current CEQA or Notice of Exemption and submit a copy to Cal EMA by August 31, 2010.

2. Proof of Authority

Finding: The agency does not have written authorization on file of its Board of Directors' approval to apply for Cal EMA funding for FY 09/10.

Citation: Per RH Section 1350, Cal EMA has incorporated Proof of authority into the Certification of Assurance of Compliance, Section VI, and titled 'Proof of Authority from City Council/Governing Board'. The Recipient is required to maintain written authorization from the city council/governing board that the official executing the agreement is, in fact, authorized to do so (e.g., a Resolution, pertinent Minutes, or a letter from the Board Chair). The Recipient must maintain this written authorization on file and make it available upon demand.

Corrective Action Required: The agency must obtain written authorization from its Board of Directors and keep it on file for future site, audit and/or monitoring visits. This process is required at the beginning of each new funding cycle. Because FY2009/10 has closed, the project does not need to submit a copy to Cal EMA.

3. Operational Agreements

Finding: The project does not have an Operational Agreement in place with the agency which provides the project's clients with clothing.

Citation: Per the FY2009/10 Domestic Violence Assistance Program (DVAP) Request for Application (RFA), if the applicant is dependent on other community resources in order to meet mandated objectives #2 (Counseling), #5 (Food and Clothing), #9 (Children's Counseling), and/or #11 (Legal Assistance w/TROs, etc.), then Operational Agreements are needed to document the working relationship between agencies.

Corrective Action: A copy of an Operational Agreement between the project and the agency providing clothing is due to Cal EMA by August 31, 2010.

Please review the **Performance Assessment/Site Visit Report** enclosed, the corrective action measures detailed above and submit the required responses or documentation with an original signed and dated copy of the front page of the report (Signature of Project Representative) by the indicated due date. If you have any questions or concerns, or if I can be of any assistance as you complete the required corrective action, please do not hesitate to contact me at (916) 324-9194, or via e-mail at nurk.franklin@calema.ca.gov.

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The work that Humboldt Domestic Violence Services does on the behalf of survivors of domestic violence is urgent and extremely important. I commend you, your staff and volunteers on a job well done and I look forward to working with you in the coming fiscal year.

Sincerely,

NURK FRANKLIN
Senior Program Specialist
Public Safety and Victim Services Division
Domestic Violence Section

enclosure

cc: Cal EMA R&R files